



Job Description

JOB TITLE	Payroll Associate
JOB FAMILY	Human Resources
PHASE	Central Team
SALARY GRADE	TSAT grade D
HOURS	Fulltime 37 hours per week/52 weeks per year
REPORTING TO	HR Operations and Payroll Manager
RESPONSIBLE FOR	n/a

Job Purpose

Working closely with the HR Operations and Payroll Manager to support the management of payroll processes and associated administration for the Trust, specifically:

- End-to-end payroll activity
- complying with relevant payroll legislation, enforcing compliance, and best practice
- Regular payroll reporting and analysis, in addition to documenting and updating relevant payroll processes and procedures
- Resolving queries from as required from schools and finance team

Duties and Responsibilities

Payroll Processing & Administration

- As the main point of contact for all operational HR and Payroll queries Manage the payroll queries in the HR inbox, responding to employees and schools in a timely and professional manner
- Inputting information onto the HR System and checking that this is acted upon accurately and in accordance with the SLA
- To input and check payroll amendments on the HR system such as starters, variation and leavers, including issuing appropriate paperwork.
- Apprenticeship levy - In liaison with the Finance team ensuring that we claim any government incentive.
- To process attachment of earnings, administer absence related pay deductions and calculate statutory leave entitlements
- Provide relevant payroll data to external and internal organisations, including TSAT Finance and Pensions, to ensure a seamless service for our Academies and their staff
- To manage weekly and monthly pension reports
- To maintain up to date and comprehensive guidance notes on payroll procedures



- Assist external auditors
- Accurately maintain staff payroll records, ensuring that staff are paid correctly and on time, in accordance with deadlines and SLAs
- Have good knowledge and understanding of the HR system.
- Assist with user acceptance testing and system development activities
- Investigate any pay discrepancies and retrieve data to accurately respond to payroll queries
- Actively keep up to date with relevant regulations, legislation and statutory requirements including TSAT terms and conditions and Teachers terms and conditions
- Implement and review appropriate office systems and procedures to support the continuous improvement of the HR service to our schools

General HR Team Support

- As a key member of the HR team, work closely with the recruitment and employee relations teams to ensure that the appropriate actions are followed on monthly payroll as a result of changes within the schools i.e. new joiners, staff changes, leavers, settlement payments etc.
- Build and maintaining excellent working relationships with PAs, office managers, Headteachers and SLT within schools by keeping in regular contact via e-mail, telephone or in person, offering advice, solutions and information
- Develop excellent working relationships with TSAT central managers, staff and teams

Working with colleagues and other relevant professionals

- To work with colleagues to achieve objectives and targets
- Collaborate and work with colleagues and other relevant professionals
- Develop effective professional relationships with colleagues

Whole-Trust organisation, strategy and development

- Support Trust ethos and vision in the wider community
- Support with the administration of Trust incentives and events
- Contribute to the development, implementation and evaluation of the Trust's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the Trust



Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the workplace
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at TSAT Offices in Chatham. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the



core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Customer Service

- At TSAT customer service is paramount to our way of work; we look to recruit individuals who mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.



Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Payroll Associate

Name:

Signed:

Date:



Person specification

	MINIMUM	DESIRABLE
QUALIFICATIONS <i>(if essential)</i>	<ul style="list-style-type: none">• NVQ2 or GCSE (level 5 /grades A – C) or equivalent in English and Maths	<ul style="list-style-type: none">• Completed or pursuing relevant personnel or payroll qualifications
EXPERIENCE	<ul style="list-style-type: none">• At least 1 years working within a busy payroll function• Experience of legislation, pensions & HMRC requirements• Use of large database, preferably an HR/Payroll system• Experience of manual payroll calculations	<ul style="list-style-type: none">• High volume payroll experience• Auto-enrolment experience and multiple pension scheme administration• Experience of term-time only payroll complexities within an education setting
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good communication skills• Establish effective working relationship with Managers• Ability to be extremely accurate, detailed and confidential and able to work to tight deadlines, under pressure• The ability to answer a range of payroll queries clearly and accurately• Ability to learn quickly, be organised and identify and suggest changes to processes• Good IT skills	<ul style="list-style-type: none">• IT literate with good Excel and Word skills• Willingness to participate in TSAT projects• Ability to calculate National Insurance and tax deductions, as well as entitlements for sick pay, maternity leave and other absence
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of HR admin, practices and legislation• Customer care procedures and best practice• Knowledge of Data Protection and confidentiality• Understanding of payroll processes, practices and legislation including HMRC regulations and statutory pay entitlements/calculations	<ul style="list-style-type: none">• Understanding of Teachers terms and Conditions• Understanding of support staff terms and conditions• Experience working in HR or Payroll within an educational setting• Understanding of Local Government and



		Teacher pension schemes
PERSONAL QUALITIES	<ul style="list-style-type: none">• Good team player and willingness to work in partnership with others• Self-motivation and initiative• Enthusiasm for change• 'Can do' attitude and flexible approach• Demonstrate self-confidence and respect for others• The ability to be flexible within this role to meet the changing needs of the HR department• The ability to provide excellent customer service to a range of schools with varying needs	